

Missouri  
Department  
of Transportation



Springfield Area District  
3025 East Kearney  
M.P.O. Box 868  
Springfield, MO 65801  
(417) 895-7600  
Fax (417) 895-7533  
Toll free 1-888 ASK MODOT  
www.modot.org

[Date]

[Owner Name]

[Owner Address]

[Owner City], [Owner State] [Owner Zip]

RE: Permit [Permit Number]  
[County] County, [Route]

Dear [Owner Contact]:

Our records indicate that Notices to Remove/Terminate have been delivered to both you and [Land Owner Name], land owner. As of this date, the sign is still in place.

This letter is to inform you that state forces will be entering the property to remove the sign under RSMo 226.580(4). All costs associated with the removal will be billed to the sign owner; however, if the sign, including all the poles and supports, is removed prior to the date that state forces enter the property for the removal, the sign owner will incur no removal costs.

**RSMo 226.580(4)**

If actual notice as provided in this section is given and neither the remedial action specified is taken nor an action for review is filed, or if an action for review is filed and is finally adjudicated in favor of the state highways and transportation commission, the state highways and transportation commission shall have authority to immediately remove the unlawful outdoor advertising. The owner of the structure shall be liable for the costs of such removal. The commission shall incur no liability for causing this removal, except for damage caused by negligence of the commission, its agents or employees.

For additional information regarding outdoor advertising rules and regulations, please log onto [http://www.modot.org/business/Outdoor\\_Advertising](http://www.modot.org/business/Outdoor_Advertising). If you have questions or need assistance, please contact me at [Phone Number].

Sincerely,

[Permit Specialist]

[Permit Specialist Title]